



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

2023 Summer Employment Opportunities

Full-time, Term positions (May – August 2023)

Remote work from anywhere in Canada

Deadline for applications: March 31, 2023 (or until filled)

Who can Apply:

First Nations students (aged 15 to 30 inclusive) returning to post-secondary education only. Post-secondary level students in social sciences, computer science, education, business administration, research or a similar program.

About FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization whose Vision is that every First Nation will achieve data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance and management at the community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys. In addition to conducting many different surveys, FNIGC is responsible for a wide range of other work. We oversee data collection on First Nations reserves and in northern communities, conduct research, engage in knowledge translation and dissemination activities, offer education and training, and promote the advancement of the First Nations principles of OCAP®.

About the Roles

FNIGC is seeking motivated individuals for summer student employment in various entry level positions as follows:

- Research Student
- IM/IT Student
- OCAP® Support Student
- Administrative Assistant Student

The ideal candidates will possess the following:

- 1-2 years relevant experience or equivalent combination of education and experience.
- Strong organizational and coordination skills, including demonstrated sound judgement, tact, initiative, and flexibility.
- Ability to work independently & expeditiously, working under tight timeframes and competing priorities.
- Strong written and verbal communication skills

- English is the working language although the ability to communicate effectively in French or any Indigenous language would also be an asset.
- Ability to use Microsoft Office (Word, Excel, Outlook, and PowerPoint)

Interviews will be held via Microsoft Teams. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. FNIGC may cancel, postpone, or revise employment opportunities at any time.

How to apply

Please send your résumé and cover letter (self-identify that are you a First Nations student) to recruitment@fnigc.ca by **March 31, 2023** (or until position is filled). Please use "2023 Summer Student" in the subject line of your e-mail.

FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

To learn more about other FNIGC career opportunities please visit www.fnigc.ca